





## December 2009 Training Opportunities

*For training opportunities, you will need to register through your Agency Training Contact Person (ATCP)*

MON	TUES	WED	THURS	FRI
	<p>1  <b>Leading Effective Meetings</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000992/0067</b></p> <p><b>Hoosier START</b>            -1:00p.m.-2:00p.m.  <b>Plan Overview</b>            -2:30p.m.-3:30p.m.  <b>Enrollment</b>            IGCS, Conference Center Room 16, SPD Classroom</p>	<p>2  <b>Preventing Sexual Harassment</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000541/1658</b></p>	<p>3</p>	<p>4  <b>Selection &amp; Interviewing</b>            9:00a.m.-1:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000534/0196</b>  <b>Rescheduled from December 9</b></p>
7	<p>8  <b>Evaluating Performance**</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>002337/0018</b></p>	<p>9  <b>Project Planning</b>            12:00p.m.-4:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>002340/0005</b>  <b>Rescheduled from November 5</b></p>	<p>10  <b>Short &amp; Long-Term Disability/Workers' Compensation</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000522/0049</b></p> <p><b>Conflict Resolution</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 17, SPD Classroom  <b>000126/0580</b></p>	11

14	<b>AAP Monitoring Reports</b> 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom <b>000660/0034</b>	<b>Progressive Discipline**</b> 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom <b>000663/0030</b>  <b>Family Medical Leave**</b> 1:00p.m. – 3:00p.m. IGCS, Conference Center Room 16, SPD Classroom <b>000213/0496</b>	<b>Evaluating Performance**</b> 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom <b>002337/0019</b>  <b>Mentoring &amp; Motivating**</b> 1:00p.m.-4:00p.m. IGCS, Conference Center Room 16, SPD Classroom <b>002345/0005</b>	18
21	22	23	24 	25 
28	29	30	31	

**\*\*Restricted enrollment to supervisor/manager and HR personnel**



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